

# Office Supplies

*Statewide Contract Webinar – August 25, 2010*

# Your Presenter

*State Purchasing Division – Statewide Contracts*



**Carl A. Hall, C.P.M., CPPB**

*Associate Category Manager*

## Experience

*Over 20 Years of Progressive  
Procurement/Contracting Experience*

## Education

*BS-University of Tennessee*

*JD-John Marshall Law School*

*MBA – Madison University*

*PhD – Madison University*

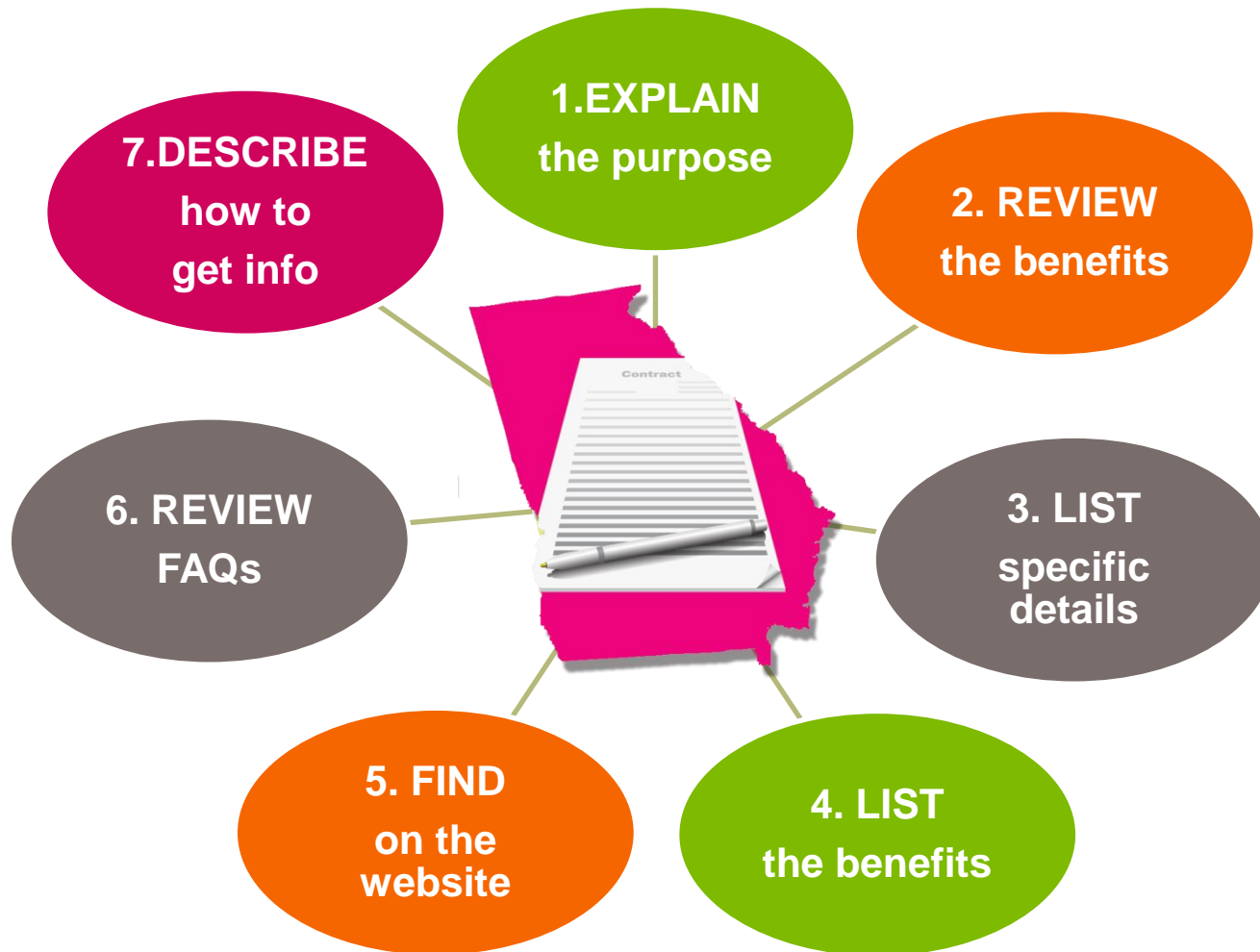
## Contract Information

*Carl.hall@doas.ga.gov*

*404-657-4254*

# Purpose of this Webinar

*State Purchasing Division – Statewide Contracts*



# Purpose of this Webinar

*State Purchasing Division – Statewide Contracts*



## Purpose:

The purpose of this webinar is to introduce the statewide contract for office supplies, which is designed to provide a broad range of Paper, Toner & General Office Supplies to State Agencies, Universities/Colleges and Municipal Users, at the overall most competitive price & terms.

# Statewide Contract Details

*State Purchasing Division – Statewide Contracts*



What is the Contract Number?	Contract #99999-SPD-G20100809-001
Is it a Renewal?	No
Does it Replace an Existing Contract?	No
What is the Contract Term?	08/16/2010-08/15/2011
Implementation “Go-Live Date?”	08/16/2010
Does it Allow the Use of the P-Card?	Yes
Who is the Person to Contact with Questions:	Carl A. Hall Carl.hall@doas.ga.gov 404-657-4254

# Key Benefits

## Office Supplies Contract



- Deep discounts on nearly 800 State of Georgia Core Items
- Access to over 30,000 different items (significantly increased product assortment)
- Pricing for the core items (with the exception of cut sheet paper) has been held for an additional 12 months
- Next-Day Delivery & No Shipping Charges
- Accepts P-Card
- Offers Remanufactured & Original Equipment Manufacturer's Toners
- Custom State of Georgia Information Portal
- Accepts Phone and Fax Orders
- On-Line Ordering available on Team Georgia Marketplace and StaplesLink.com
- Access to Staples Retail Stores via State issued P-Cards
- Efficient returns & warranty process
- Dedicated Staples Account Management and Customer Service Team
- Access to numerous environmentally friendly green-based product offerings
- No Minimum Order Requirements

# Where to Find this Statewide Contract

*State Purchasing Division – Statewide Contracts*



1. Visit the DOAS website at [www.doas.ga.gov](http://www.doas.ga.gov).



# Where to Find this Statewide Contract

## *State Purchasing Division – Statewide Contracts*



2. Hover over the **State and Local** section of the screen.

3. Click on **State Purchasing**.



# Where to Find this Statewide Contract

## State Purchasing Division – Statewide Contracts



Georgia Department of Administrative Services

Mobile Sitemap Careers Contact

Search GO Font Size: A<sup>-</sup> A A<sup>+</sup>

Advanced Search

STATE PURCHASING

DOAS Home About Us State and Local Suppliers Public and Non-Profit

Home > State and Local > State Purchasing

EXPLORE STATE PURCHASING

Contracts

- Knowledge Management
- Services & Contacts
- Process & Performance
- Policies & Procedures
- Procurement & Sourcing Tools
- 7 Stages of Procurement

Contracts at the statewide and agency level offer state and local governments a variety of products and services at competitive prices. Access to Team Georgia Market Place and contract indexes. [Learn More...](#)

News

- Jun 24: DOAS Tucker surplus office relocates to Sloppy Floyd state offices
- Jun 17: Ways to Save: Purchase DOAS Surplus Property – 11 Alive Video.
- Apr 21: Governor Perdue's Press Release on the Spend Management Project

More News...

Events

- Jul 21: Supplier Seminar
- Aug 06: Supplier Orientation
- Aug 11: Supplier Webinar
- Aug 20: Supplier Seminar

More Events...

Direct Links

- Login to GPR for State & Local Entities
- Bid Notices - GA Procurement Registry
- Agency & University Procurement Officer List
- eQuote
- GA Vendor Manual
- GA Procurement Manual
- Statewide Contracts
- State Use Procurement List
- IKON Document Solutions

Team Georgia Marketplace

Changing the way we do business!

Features

- Team Georgia Marketplace
- The center for e-business matching Georgia government buyers with sellers. [Learn more...](#)
- Official Forms & Documents
- Purchasing & Travel Cards
- Purchasing Training
- How do I...?
- How's my Service?
- State Purchasing Help Desk

### Direct Links

- Login to GPR for State & Local Entities
- Bid Notices - GA Procurement Registry
- Agency & University Procurement Officer List
- eQuote
- GA Vendor Manual
- GA Procurement Manual
- **Statewide Contracts**
- State Use Procurement List
- IKON Document Solutions

Click on  
Statewide  
Contracts

4. In the Direct Links section, click on **Statewide Contracts**.

# SWC Index for Public



**Team Georgia Marketplace**

*Statewide Contract Index*

Georgia  
Department of Administrative Services

DOAS Home About Us State and Local Suppliers Public and Non-Profit

Home > State and Local > State Purchasing > **Statewide Contract Index**

**Statewide Contracts**

State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. These contracts cover commonly used commodities such as office supplies, furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more. In order to find the contract that best fits your needs, you will need to access Team Georgia Marketplace™ using one of the following methods:

- ▶ **State of Georgia Employees**
- ▶ **General Public**
- ▶ **Window Shoppers**

If you are a State of Georgia employee who has not completed training or has not requested your window shopper login click here to view [Statewide Contracts](#)

Click on the Team Georgia Marketplace™ icon and log in using the following guest ID and password. First time users should review the Training Presentation provided below.

 ID: tgmquest  
Password: tgmquest

[Click Here](#)

View the [Training Presentation](#)

Print and Review the [Quick Reference Guide](#)

Click on the Team Georgia Marketplace™ icon using your Window Shopper ID and navigate to the "Contracts" tab to search or browse available contracts. Additional instructions can be found in the Window Shopper Quick Reference Guide.

5. To access contract information, click on the **Team Georgia Marketplace™** icon to access the Login screen. This User Name and Password is generic and only provides access to contract information.

# Statewide Contracts Index



6. When the Login screen displays, use **tgmguest** as the User Name and the Password. This generic ID and Password allows access to contract information only.

A screenshot of the "Team Georgia Marketplace" login screen. The page has a green header with "SciQuest Applications Version 10.1" in the top right. Below the header, the title "Team Georgia Marketplace" is displayed next to a shopping cart icon. A red callout box with a yellow background points to the login fields, containing the text "Use tgmguest as the User Name and the Password". The login form includes fields for "User Name" and "Password", a "Go" button, and a link for "Forgot your Password?". At the bottom, there is a note: "Note: User Name and Password are case-sensitive. This application is accessible only to registered users. If this is your first visit, please register here."

SciQuest Applications  
Version 10.1

## Team Georgia Marketplace

Use tgmguest as the User Name and the Password

User Name

Password

[Forgot your Password?](#)

Note: User Name and Password are case-sensitive.  
This application is accessible only to registered users.  
[If this is your first visit, please register here.](#)

# SWC Index for Window Shoppers



The screenshot shows the 'Statewide Contract Index' webpage. At the top, there is a header with the 'Team Georgia Marketplace' logo on the left, the title 'Statewide Contract Index' in the center, and the 'Georgia Department of Administrative Services' logo on the right. Below the header is a green navigation bar with links: 'DOAS Home', 'About Us', 'State and Local', 'Suppliers', and 'Public and Non-Profit'. The main content area has a breadcrumb trail: 'Home > State and Local > State Purchasing > Statewide Contract Index'. Under the heading 'Statewide Contracts', there is a paragraph explaining that State Purchasing establishes competitive statewide contracts for various products and services. Below this, there are three sections: 'State of Georgia Employees', 'General Public', and 'Window Shoppers'. The 'State of Georgia Employees' section provides a link for those who haven't completed training. The 'General Public' section provides a guest ID and password and a link to a training presentation. The 'Window Shoppers' section, which is highlighted with a red box, provides instructions on how to use a Window Shopper ID to search for contracts. A 'Click Here' link is also present next to a small icon of a shopping cart.

**Team Georgia Marketplace**

*Statewide Contract Index*

**Georgia**  
Department of Administrative Services

DOAS Home   About Us   State and Local   Suppliers   Public and Non-Profit

Home > State and Local > State Purchasing > **Statewide Contract Index**

**Statewide Contracts**


State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. These contracts cover commonly used commodities such as office supplies, furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more. In order to find the contract that best fits your needs, you will need to access Team Georgia Marketplace™ using one of the following methods:

- ▶ **State of Georgia Employees**

If you are a State of Georgia employee who has not completed training or has not requested your window shopper login click here to view [Statewide Contracts](#)

- ▶ **General Public**

Click on the Team Georgia Marketplace™ icon and log in using the following guest ID and password. First time users should review the Training Presentation provided below.

 ID: tgmquest  
Password: tgmquest

[Click Here](#)

View the [Training Presentation](#)

Print and Review the [Quick Reference Guide](#)

- ▶ **Window Shoppers**

Click on the Team Georgia Marketplace™ icon using your Window Shopper ID and navigate to the "Contracts" tab to search or browse available contracts. Additional instructions can be found in the Window Shopper Quick Reference Guide.

You can also click on the **Team Georgia Marketplace™** icon to access the same Login screen, but enter your personal Window Shopper User Name and Password. This allows you to access the Statewide Contract Index as well as to shop for items available from the Statewide Contracts.

# SWC for Window Shoppers



If you are a Window Shopper user, you can access the Statewide Contract Index by entering your personal User Name and the Password once the Login screen displays. Then, click on the **Contracts** tab.

The screenshot shows the login interface for "Team Georgia Marketplace". At the top right, it says "SciQuest Applications Version 10.1". Below this is a header with the title "Team Georgia Marketplace" and a shopping cart icon. The main area contains a login form with fields for "User Name" and "Password", a "Go" button, and a link for "Forgot your Password?". A red callout bubble points to the login fields with the text "Use your Window Shopper User Name and Password". At the bottom, there is a note stating that usernames and passwords are case-sensitive and a link to register for first-time users.

SciQuest Applications  
Version 10.1

**Team Georgia Marketplace**

Use your Window Shopper User Name and Password

User Name

Password

[Forgot your Password?](#)

Note: User Name and Password are case-sensitive.

This application is accessible only to registered users.  
[If this is your first visit, please register here.](#)

# Team Georgia Marketplace Contracts



A screenshot of the Team Georgia Marketplace website. The top navigation bar is blue and contains the 'Team Georgia Marketplace' logo, a 'Contract Viewer' link, a 'logout' link, and a shopping cart icon showing '2010-06-21 tgmguest 01 | 0 item(s), 0.00 USD'. Below this is a grey navigation bar with tabs for 'home/shop', 'favorites', 'carts', and 'contracts'. The 'contracts' tab is highlighted with a red box, and a red callout bubble points to it with the text 'Click on the Contracts tab'. The main content area has a light grey background. On the left, there is a white box with the text: 'Team Georgia Marketplace', 'Welcome to Contract Viewer', 'The NEW home for the Statewide Contract Index', 'Please click on the "Contracts" tab to search or browse available contracts', and a link for 'Quick Reference Guides'. At the bottom, there is a 'My Resources' section with contact information: 'email: ProcurementHelp@doas.ga.gov phone: +1 (404) 657-6000'.

Once you access the system using the generic or your personal User Name and Password, click on the **Contracts** tab to access the Statewide Contracts.

# How to Use this Contract



- 1. Customers transitioned onto Team Georgia Marketplace should follow the instructions outlined in the Team Georgia Marketplace training materials.**
- 2. Customers not on Team Georgia Marketplace can place orders by either of the following methods:**
  - a. On-line via Stapleslink.com (To register, type the following link in your browser: <http://staplesadvantage.com/stateofga/> )**
  - b. Phone orders may be placed by dialing 1-888-593-0146**
  - c. Purchase Orders may be faxed to 1-888-222-8618**





# **PROGRAM INTRODUCTION**

## **Mr. Lamar Huff**

### **Staples Business Advantage**



[StaplesLink Login](#) | [Register](#) | [FAQs](#) | [Contact Us](#)



About Your Program

Ordering Overview

Supplies & Services

Staples Soul



Ready to Order?

[Log In To StaplesLink](#)



New to Ordering?

[Register for StaplesLink](#)

[Sign Up Now](#)



## It's your Staples Advantage® program

Want to know anything or everything about your exclusive State of Georgia contract? This is the place! You'll discover how quick and easy it is to order supplies - from the ordinary to the unexpected.

Your program benefits include:

- One Source Provider - so you can get absolutely everything you want, including expert help when you need it
- Easy online ordering - to get special pricing on thousands of products
- Fast and FREE delivery - with next-business-day service throughout the state
- World-class customer service - awarded the J.D. Power and Associates Certification in Customer Service Excellence™

### Need to register to begin ordering?

Simply click [here](#) to register and a dedicated account manager will contact you to get you set up.

### Ordering on Team Georgia Marketplace

[Click here](#) for more information on ordering through Team Georgia Marketplace.

### State Wide Contract Information

**State Contract Number:** 090805

To download the Statewide Contract Index, [click here](#).

[Tell Us About Your Recent Order](#) | [Terms & Conditions](#) | [Privacy Policy](#)

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# <http://staplesadvantage.com/stateofga/>

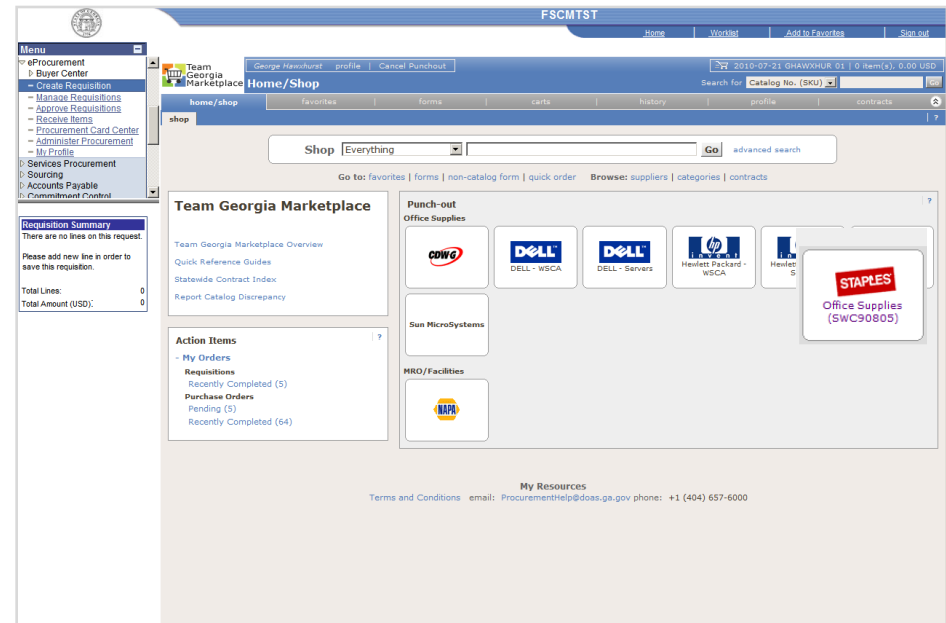
<http://staplesadvantage.com/stateofga/> 7/14/2009 10:36:23 AM

# Punch Out to Stapleslink.com

## Benefits of Punch Out



- Consistency
- Ease of Use
- Improved Search Functionality
- Ink & Toner Finder
- Shopping Lists
- Real Time Availability Information



1. PDF User guide for TGM Punch Out to Stapleslink.com  
Guid.[http://pur.doas.ga.gov/TGM/Announcements/2010\\_08\\_13\\_Staples\\_Punchout\\_Quick\\_Reference\\_Guide.pdf](http://pur.doas.ga.gov/TGM/Announcements/2010_08_13_Staples_Punchout_Quick_Reference_Guide.pdf)
2. <https://www.brainshark.com/staples2/TGM>

# For more information

*State Purchasing Division – Statewide Contracts*



## Submit Questions To:

Email Address:

**Carl.hall@doas.ga.gov**

Person to Contact:

Carl A. Hall

Phone Number:

404-657-4254

## Vendor Contact Information:

Email Address:

**Lamar.huff@staples.com**

Person to Contact:

Lamar Huff

Phone Number:

800-327-3162 ext. 124

## This Webinar

A copy of this webinar will be posted on the State Purchasing Division website.

# Questions...



